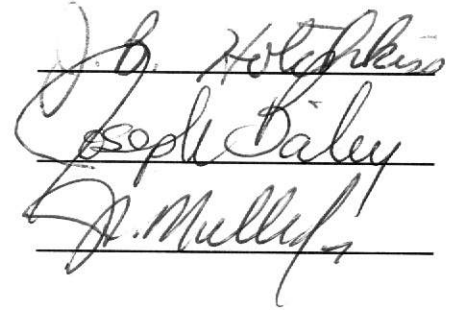


Town of Middleton  
Board of Selectmen Meeting  
October 1, 2018

Approve by  
Board of Selectmen



Called to order at 6:30 P.M

Roll Call- all present. J. Hotchkiss, J. Bailey, J. Mullen

Pledge Recited

**Signature Action:**

- J. Bailey motions to accept the minutes from 09/24/18 as written. J. Mullen seconds. All in favor.
- J. Bailey motions to accept the minutes from the non-public 09/24/18 as written. J. Mullen seconds. All in favor.
- Assessing Clerk position has been posted since 9-12. It was posted on the NHMA website and sent to all assessing clerks in NH. Spoken to Jonathan at Avitar and there has been no interest on his side. There has only been one resume submitted. J. Mullen speaks about this position needing to be filled. Kathleen Blaney is the one individual who submitted a resume. J. Hotchkiss mentions how Kathleen wanting to be the assessor clerk would create another open position. J. Hotchkiss would like to schedule an interview with K. Blaney. J. Mullen wants to know what the BOS should do with the Town Clerk office. Town needs a Town Clerk and a Tax Collector. J. Mullen thinks that the BOS could appoint a Town Clerk. J. Mullen asked if MRI does fill-ins within these positions. J. Bailey mentions how the Town Clerk/Tax Collector uses to be two positions. J. Bailey mentions making the assessing clerk and tax collector one position to lessen the load in the Town Clerk office. J. Coskie suggested reaching out to Manpower for staffing. L. Parker suggested posting for another deputy town clerk. R. Keegan-Tufts asked if the assessor clerk is an appointed position, it is not. Board agrees to post for another deputy clerk. L. Parker will post for 5 days. J. Bailey mentions reaching out to maybe someone who has run for the position in the past.
- MS 1 supplied to the BOS from Jonathan at Avitar. Assessing has increased approximately 11%. L. Parker will upload the signed document to the Web Portal.

**Old Business**

- J. Mullen mentions how Nelson Communications have not completed the work at the Ridge Road Pit. E. Brannan created a list of remaining work that needs to be completed. Norway Plains discovered that one issue is the gravel wetlands are too far by 13 feet towards the abutters. The berm is also a foot too low. This needs to be addressed. J. Mullen will be meeting with Nelson tomorrow in the pit to discuss the punch list that was left to complete. This correction of the gravel wetlands could be costly. Payment number 4 is being held currently until the work is complete. If Nelson Communication walks and does not complete the work can the town complete with the money still owed? Unknown what the cost to fix will be. The design is per DPA and needs to be correct. J. Bailey suggests that Norway Plains should come back after corrected to verify it is correct at the cost of Nelson Communication.
- R. Washburn talks about a specific Japanese Knotweed that is growing along Ridge Road and Lincoln Road that is an invasive weed that can be treated and removed. The company that can get rid of this weed can also treat the trees on the OTH front lawn. To treat both location of Knotweed would be \$1350.00. Second treatment would be \$675.00. To treat the trees it would be a two-step project as well for \$650.00 for two years treatment. J. Mullen question what the problem is with the trees in front of the OTH. There is a fungus killing the trees. The trees are a Colorado Spruce. This could be paid from the tree line and block grant. J. Hotchkiss feels that the

town should attempt to save the trees. J. Mullen feels the same way. J. Mullen motions to spend no more than \$2675.00 to remove the invasive species and trees in front of the OTH. J. Hotchkiss seconds, all in favor.

- OTH update- OTH is ready for use. Volunteers are needed for painting. J. Mullen asked R. Washburn about Strafford County to paint. The new clapboard on the outside needs painting. Library is being cleaned. FD has been requested to remove the FD chairs. Ceiling in kitchen need to be touched-up. Trim work needs painting. Crawl space needs to be cleaned up. Could place plastic on the basement floor for a few hundred dollars. Can also put a dehumidifier as well to help with humidity. Sump pump is needed under the kitchen. J. Mullen will write up a notice to for volunteers to be placed on the website.
- New cabinet was purchased for the kitchen and total expenditure is about \$32,000. J. Mullen has been looking at a stand-up freezer. There are mats now in the OTH. Handicap access still needs to be installed prior to the November Election. Best to not fully install the ramp before the paving of the parking lot. J. Mullen has spoken to Doug Gregory to build a temporary ADA ramp in the front of the building for the election. This temp ramp would remain until the new ramp is completed. J. Hotchkiss is concerned with snow removal if the ramp is out in the parking lot. J. Mullen has discussed this with the highway crew and they can work around the ramp temporarily. J. Mullen will get a figure for the temporary ramp.
- OTH rental agreement- J. Mullen has drafted a utilization policy for the OTH with changes highlighted. J. Mullen read aloud some of the changes. J. Hotchkiss asked about the Town owns the chapel and should that be added as an additional fee for anyone looking to rent the chapel. Should someone be there if the chapel is rented? Discussion on a higher rental fee and deposit for the chapel or require insurance. J. Coskie wants to know if the agreement should define local as Middleton. T. Bailey asked who the person to monitor the turning on and off of the stove would be. Board will find someone. Board will schedule a workshop for reviewing before approving.
- Town ordinances- J. Mullen has reviewed the town ordinances and is looking for a workshop to update and review the ordinances. J. Mullen is also looking to provide the Police Department with a ticket violation for ordinance violations. J. Mullen speaks about an ordinance that was approved in 1992 regarding alcoholic beverages. Most of the ordinances can be approved by the governing body, some need to go to town meeting to change. A workshop will be scheduled. R. Washburn asked if the ordinances will specify who the enforcement authority is. J. Mullen will add that to the discussion.
- J. Hotchkiss asked if anyone has passed the Melanson property. J. Mullen has spoken to Mr. Melanson. Mr. Melanson had till the weekend to finish his project.

## **New Business**

## **Public Participation**

- J. Coskie brought up the discussion happening on social media regarding the bulk stickers. J. Mullen mentions on the reason the bulk stickers were needed. All residents received two bulk stickers in the November tax bill. If this continues to be a problem, bulk pick-up can be eliminated. If residents have any issues with trash collection or anything else and would like to discuss, BOS meeting are open to the public and can be discussed. J. Mullen reminds all that BOS meeting is for the board to conduct business. T. Bailey mentions that she hopes stuff that is left after bulk pick-up is cleaned up by the resident who placed the items out. There is no department head meeting this month due to the holiday.

*J. Bailey motions to enter into non-public at 8:10 PM. J. Mullen seconds, all in favor.*

*J. Bailey motions to re-enter public at 8:52 PM. J. Mullen seconds, all in favor*

*J. Mullen motions to seal the minutes from the non-public session for 5 years. J. Bailey seconds, all in favor.*

*J. Mullen motions to adjourn at 8:54 PM. J. Bailey seconds, all in favor.*

*Respectfully submitted by:*

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*Laura Parker, Administrative Assistant*